![SmartWay Transport Partnership - U.S. Environmental Protection Agency](logo)

Logistics Partner 2.0.12 Tool:
Quick Start Guide
2012 Data Year - United States Version

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SmartWay® Transport Partnership
U.S. ENVIRONMENTAL PROTECTION AGENCY

Logistics Partner 2.0.12 Tool:
Quick Start Guide
2012 Data Year - United States Version

Transportation and Climate Division
Office of Transportation and Air Quality
U.S. Environmental Protection Agency

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Overview

In this guide you will learn about:

1) SmartWay Basic Information

2) Joining SmartWay Transport Partnership as a logistics company

3) Understanding the details of the SmartWay Partnership Agreement

4) Meeting software/hardware requirements for participating in the program

5) Gathering the data necessary for participation in SmartWay.

Please review this guide carefully BEFORE attempting to gather your company data, or entering data into the Logistics Tool. Understanding the basics of the program will simplify your SmartWay experience.

<p style="text-align:center; color:red;">**WARNING:**</p>

<p style="text-align:center; color:red;">*****Before beginning, use this chart to make sure you are choosing the right Tool for your operations! *****</p>

Is this the right SmartWay tool for me?

You operate your own managed fleet (owned or leased) with less than 5% of your freight contracted with outside companies. → **YES** → Use Truck Tool

NO

You contract out more than 5% of your freight, i.e. you are a 3PL, broker, freight forwarder or non-asset based carrier. → **YES** → Use Logistics Tool

NO

You operate your own managed fleet and: Move 5% or more of your freight with a third-party provider, or move more than 10% of your freight via rail → **YES** → Use Multi-modal Tool

NO

Select this Button for More Information

If none of the above statements is applicable, contact EPA SmartWay at 734-214-4647 for assistance.

Section 1—Basic Information for Logistics Companies

This section covers frequently asked questions and essential information about the SmartWay Transport Partnership and how logistics companies can participate.

WHAT IS THE SMARTWAY TRANSPORT PARTNERSHIP?

Launched in 2003, the SmartWay Transport Partnership is a public/private collaboration between the EPA and the freight industry to improve fuel efficiency, increase environmental performance, and encourage supply chain sustainability.

Five types of freight transport companies can join SmartWay.

- Freight shippers
- Logistics companies (including 3PLs/4PLs[1])
- Truck carriers
- Rail carriers
- Multi-modal carriers

Companies join the SmartWay Transport Partnership by submitting a Partner Tool to SmartWay. The SmartWay Tools (1) assess freight operations, (2) calculate fuel consumption and carbon footprints, and (3) track fuel-efficiency and emission reductions. SmartWay Tools must be submitted each year for the company to remain a partner in good standing.

SmartWay ranks Partners' efficiency and environmental performance and recognizes strong performance with access to the "SmartWay Partner" Logo.   Superior performance in various Partner categories is also recognized through the SmartWay Excellence Awards.

WHY DO LOGISTICS COMPANIES JOIN THE SMARTWAY TRANSPORT PARTNERSHIP?

The SmartWay Transport Partnership provides logistics companies with ways to reduce the environmental impact of their freight operations and address costs. Designed with and for the freight sector, the SmartWay Transport Partnership delivers solutions to marketplace needs and challenges. With access to the latest in EPA-tested technologies and peer-provided success stories, carriers that join the SmartWay Transport Partnership can gain a better understanding of their environmental footprint and assert their corporate leadership.

 Additionally, SmartWay Partners are associated with an internationally recognized and respected brand that symbolizes cleaner, more efficient transportation choices.

Logistics companies that join SmartWay move significant amounts of freight with SmartWay Carriers. The higher efficiency of carriers in SmartWay compared to non-SmartWay carriers gives SmartWay logistics companies an opportunity to improve corporate freight efficiency, reduce their carbon footprint, and voluntarily advance freight sustainability for themselves and their customers.

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[1] 3PLs/4PLs Third party logistics companies/fourth-party logistics companies.

Participation in SmartWay helps SmartWay Logistics Partners

• identify opportunities to improve efficiency,

• demonstrate efficiency to customers and stakeholders,

• evaluate and compare carrier performance, and

• determine the company's transportation carbon footprint.

SmartWay provides logistics companies with free Tools that help assess and compare various freight transportation options with detailed reports and analyses that support better business decision making.

HOW DO LOGISTICS COMPANIES JOIN THE SMARTWAY TRANSPORT PARTNERSHIP?

Logistics companies join SmartWay by submitting a SmartWay Logistics Tool (hereafter known as the "Logistics Tool," or simply, the "Tool.")

Logistics companies that submit Tools that are approved by EPA are known as "SmartWay Logistics Company Partners."

When a logistics company submits a Logistics Tool to EPA, they agree to the requirements stipulated in the SmartWay Logistics Company Partnership Agreement--notably, that they will measure and report the emissions performance of their company _annually_ and provide supporting documentation to EPA upon request.

All SmartWay Logistics Company Partners agree to complete and submit the SmartWay Logistics Tool to:

- define business unit(s) composition
- characterize company activity
- individually benchmark multiple business units
- track annual changes in performance

Upon approval of a Logistics Tool submission, a logistics company will be identified as a SmartWay Logistics Partner on EPA's website, on the SmartWay Partner List, and in a database used to identify companies that meet SmartWay's annual requirements.

HOW DO I JOIN IF MY PARENT COMPANY HAS MULTIPLE BUSINESS UNITS?

Companies that join the SmartWay partnership should include all of their business units in their submission.   If a company wishes to list multiple business units in the Logistics Tool, they should list these business units as their customers can hire them.   Internal fleets invisible to a customer should not be listed separately.   Companies will be listed at the Company level in the SmartWay Partner list on the SmartWay website, and each individually defined fleet will appear as a separate entity in the SmartWay Carrier Data file that customers use to identify which fleets they do business with in the Logistics Tool.

SmartWay highly recommends developing your list of business units before beginning your data entry process. Any business unit that a shipper could hire directly should be listed as a separate business unit in your Logistics Tool submission.

The best strategy is to have a clear idea of how to define your companies before filling out the Tool.

WHAT DATA DO I NEED TO GATHER TO COMPLETE THE LOGISTICS TOOL?

To participate in SmartWay, logistics companies need to gather the following essential information to complete the Logistics Tool:

- The official company name, EXACTLY as you would like it presented on the EPA website
- Company contact information
- Contact details for your primary contact
- Contact details for an executive contact (cannot be the same as the primary contact)
- A comprehensive list of business units, including:
  - Business unit details, such as:
    - Standard Carrier Alpha Codes (SCACs)
    - Motor Carrier Numbers (MCNs)
    - US DOT Number
    - Business Unit Type
    - Business Unit Contact:
  - Business unit focus (e.g., logistics provider, freight forwarder, freight broker, or truck carrier)
  - Operation categories
- Data sources for all data to be entered
- SmartWay ID number (if this is not your first Tool submission)

This data must be provided for all of your company's fleets. This data reflects the amount of freight carried by each carrier, the distance that freight is carried, and the fuel consumed to carry the freight.

WHAT IS INCLUDED IN THE SMARTWAY LOGISTICS COMPANY PARTNERSHIP AGREEMENT?

To join the SmartWay Transport Partnership as a Logistics Company, you must agree to the language on the "Partnership Agreement for Logistics Companies." When you begin working within the Tool, you will be asked to check a box stating that you agree to the terms of the Partnership Agreement. **This agreement must be renewed annually.**

Please review this language with the appropriate personnel within your organization before completing or submitting a Tool to EPA. Your company's executive contact must approve this agreement.

Partnership Agreement for Logistics Companies

With this agreement, your company joins EPA's SmartWay Transport Partnership and commits to:

1.   Measure and report to EPA on an annual basis the environmental performance of your fleet(s) using EPA's SmartWay Logistics Tool. (Existing fleets must report the 12 months of data for the prior year ending December 31. Newly formed companies require a minimum of 3 months of operational data.)
2.   Allow EPA to post performance results on the EPA SmartWay website/database.
3.   Agree to submit supporting documentation to EPA for any data used to complete this Tool and agree to EPA audit of this data upon request by EPA.

In return, EPA commits to:

1.   Promote company participation in the Partnership by posting Partner names on the EPA SmartWay website and in related educational, promotional, and media materials. EPA will obtain express written consent from the Partner before using the Partner's name other than in the context of increasing public awareness of its participation as described here.
2.   Provide companies with industry-wide performance benchmark data as this data becomes available to EPA.[2]
3.   Assist Partners in achieving emission and fuel usage reduction goals (subject to Federal Government Appropriations).

General Terms

1.   If the Partner or EPA defaults upon this agreement at any point, the agreement shall be considered null and void.
2.   Either party can terminate the agreement at any time without prior notification or penalties or any further obligation.
3.   EPA agrees not to comment publicly regarding the withdrawal of specific partners.
4.   EPA reserves the right to suspend or revoke Partner status for any Partner that fails to accomplish the specific actions to which it committed in the SmartWay Transport Partnership Agreement and subsequent annual Agreements.
5.   The Partner agrees that it will not claim or imply that its participation in the SmartWay Transport Partnership constitutes EPA approval or endorsement of anything other than the Partner's commitment to the program. The Partner will not make statements or imply that EPA endorses the purchase or sale of the Partner's products and services or the views of the organization.
6.   Submittal of this SmartWay Logistics Tool annually constitutes agreement to all terms in this Partnership Agreement. No separate agreement need be submitted.

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[2] Individual corporate data will be treated as sensitive business information.

WHAT SOFTWARE AND HARDWARE IS REQUIRED FOR COMPLETING THE SMARTWAY LOGISTICS TOOL?

The Logistics Tool was designed in "Microsoft Excel Forms." Completing the Logistics Tool requires the following software and hardware:

- A 2003 or later version of Microsoft Excel

- Excel security level set at Medium or lower

- A PC running Windows XP or a newer operating system, or a Mac that is running the Windows XP operating system (the Tool does not currently work using the Mac operating system)

- A minimum of 10 megabytes of free disk space. More disk space may be required based on the number of companies you define in your Tool

- Adequate memory (RAM) to run Microsoft Office

- A monitor resolution of at least 1,024 x 768

Please check with the user guides for your computer, online support, or your company's IT department to make sure your system is set up to use the Logistics Tool.

We encourage you to make sure that you virus software is up to date, and to scan your PC before putting data in the Logistics Tool.

Section 2— Overview of Data Collection Requirements

This section will explore the data needed for completing the required sections of the Logistics Tool. **The Logistics Tool Data Entry and Troubleshooting Guide** explains more about the structure of the Tool and the data entry process; this guide will focus primarily on the essentials for completing the Tool.

DATA REQUIREMENTS FOR INTRODUCTORY SCREENS

There are four screens that orient you to the Tool: the Partnership Agreement, Tool selection guidance, and data collection needs. These are general information screens; note that you MUST click the box indicating that you agree to the terms of the Partnership Agreement before moving on to the next screen.

DATA REQUIREMENTS FOR ESTABLISHING YOUR DATA COLLECTION YEAR

Before beginning your data collection, identify the last calendar year for which you have full annual (12 months) data. This means that you have data from January of the calendar year through December of the same year. If you are submitting for the first time and do not have a full year of operational data, please collect *a minimum of three months' data* for input into the SmartWay Tool. In your next update year, you will be required to submit a full year's data.

DATA REQUIREMENTS FOR SECTION 1: SPECIFY OFFICIAL PARTNER NAME

Your Partner Name is the official name that your customers would recognize for your company—in other words, the name someone hiring you would look for.

You must specify you company's official Partner Name, exactly as you want it to appear on the SmartWay website.

For example, if you enter:

- ABC Company
- ABC Company, Inc.
- ABC COMPANY LLC

Your company will be listed **_exactly_** as you've entered above. Therefore, it is important to pay special attention to proper capitalization, abbreviations, annotations, and punctuation.

DATA REQUIREMENTS FOR SECTION 2: ENTER CONTACT INFORMATION

The SmartWay Tool asks for:

- **General company information** such as location, web address, phone number, etc.

- **A primary contact**[3] for any questions about your company's participation and Tool submissions

- **An executive contact**[4] for participation in awards and recognition events

- **Additional contacts (optional):** Additional contacts may include anyone who is not the primary contact but may be involved with SmartWay (e.g., press/media contact, fleet manager, etc.).

Note that you MUST have at least two contacts listed in the contact information section of the Tool, with the primary contact information different from the executive contact. SmartWay recommends developing an internal succession plan to make sure that your Logistics Tool submission schedule is maintained, in the event that a primary contact is reassigned, or leaves the company for any reason.

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[3] The primary contact is the individual designated by the executive contact to directly interface with SmartWay regarding specific tasks involved in the timely submission of the Tool. The primary contact is responsible for coordinating the assembly of information to complete/update company data; completing and updating the Tool itself; maintaining direct communication with SmartWay; and keeping interested parties within the company apprised of relevant developments with SmartWay.) NOTE: To ensure that emails from SmartWay/EPA are not blocked, new primary contacts may need to add SmartWay/EPA to their preferred list of trusted sources.)

[4] The executive contact is the company executive who is responsible for agreeing to the requirements in the SmartWay Partnership Agreement, overseeing the primary contact (as appropriate), and ensuring the timely submission of the Tool to SmartWay. The executive contact also represents the company at awards/recognition events. This person should be a Vice President or higher-level representative for the company.

DATA REQUIREMENTS FOR SECTION 3: LOGISTICS BUSINESS UNIT CHARACTERIZATION

The Logistics Tool tracks business unit-level operations. Most logistics companies should create one business unit; i.e., one line.

However, if you have multiple business units that can be hired by customers individually, you should create multiple business unit records in the Tool and characterize their operations individually. You should not include internal company fleet definitions or designations—only separate business units as they would be identified and hired by your customers.

There are five screens in the **Business Unit Characterization** section of the Tool:

- **Identify Logistics Business Units:** For each business unit that a customer can hire, you will be asked to establish a name. Each business unit name will begin with your Partner Name, and will include a business unit identifier as a suffix. Use a business unit identifier that is recognizable by your customers.

- **Logistics Business Unit Details:** For each business unit, you will be asked to provide SCACs, MCN, and/or DOT numbers (optional--for fleet identification); define the business unit as "for-hire" or "private;" and identify a point of contact.

- **Business Focus:** For each business unit, you will need to specify the percent of overall activity for each business focus category (e.g., logistics provider, freight forwarder, freight broker or truck carrier).

- **Operation Categories:** You will need to provide a reasonable estimate of the business unit's split between truckload, less-than-truckload, drayage, package delivery, and expedited operations.

- **Body Types:** You will need to provide a reasonable estimate of the business unit's split between the following body types:

  - Dry van
  - Refrigerated (Reefer)
  - Flatbed
  - Tanker
  - Intermodal chassis containers (pooled and owned)
  - Heavy/Bulk hauler
  - Auto carriers
  - Moving
  - Utility[5]

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[5] The utility category encompasses class 2b to 8b vehicles that do not carry typical commercial freight. Examples include garbage, recycle, service, work, dump, landscape, cement, bucket, boom, ambulance, armored, fire, farm, wrecker and other similar trucks. Because these trucks do not carry traditional freight payload, the user should self-define their payloads so as to make the emissions per payload efficiency useful to the user. SmartWay will not use the emissions per payload results for the utility category. Users may experience yellow or red warning labels on the Activity screen due to the unique nature of utility "payload." In the case of red alerts, simply input text defining your special conditions in the required text boxes that appear.

o   Special hauler (e.g., Hopper, Livestock, and other specialized carriers)

Data requirements for these five screens are described in greater detail below.

Data Requirements for "Identify Logistics Business Units" Screen

For each logistics business unit, you will need to specify:

- **Company Name:** On the SmartWay website, each of your business unit names will begin with the name of your company. This "prefix" will be whatever you enter in the Company Name field on the "Identify Logistics Business Units" screen. By default, the Company Name for your first business unit on the screen is automatically populated with the first 50 characters of the Partner Name that was entered on the Home screen. You should specify the Company Name so that it appears EXACTLY as it you want it to show within each business unit name. (For example, if your company's name includes "Inc." or "Ltd.", you may choose not to include that in your fleet names.) Please pay special attention to proper capitalization, abbreviations, and punctuation. Remember that this name will be automatically inserted at the start of each of your business unit names on the SmartWay website.

- **Business Unit Identifier:**   Please make sure to specify each business unit identifier exactly as you want it displayed on the SmartWay website, including proper capitalization, any abbreviations, and punctuation. Remember that it will automatically be combined with your Company Name. NOTE: If you have only one business unit, you may leave the Business Unit Identifier field blank, in which case your business unit name will simply be your Company Name.

NOTE: Define your business units based on the ability of your customers to choose them. If a business unit includes a mix of TL and LTL, you will indicate the percentages of each. If customers can choose to hire your TL business unit, your LTL business unit, or your dray business unit separately, then each should be regarded as a separate business unit.

Data Requirements for "Logistic Business Unit Details" Screen

For each business unit, you will need to specify:

- **Standard Carrier Alpha Codes (SCACs):** The Standard Carrier Alpha Code is a unique 2 to 4 character alphabetic code used by the transportation industry to identify transportation companies. If you cannot remember your SCACs, please contact the National Motor Freight Traffic Association before proceeding (see http://www.nmfta.org/Pages/ContactUs.aspx.) You can enter multiple SCACs by separating them with commas in the Tool. This field is optional and may be left blank in the Tool.

- **Motor Carrier Numbers (MCNs):** The Motor Carrier Number is a 6 or 7 digit number provided by the Federal Motor Carrier Safety Administration. This field is optional and may be left blank in the Tool.

- **US DOT Number:** This number is assigned to commercial vehicles hauling cargo in interstate commerce by the Federal Motor Carrier Safety Administration. DOT numbers are strictly numeric and can be up to 7 digits in length. This field is optional and may be left blank in the Tool.

- **Business Unit Type:** Business Unit Type is defined as the service type for your business unit. There are two options accepted by the Tool—"For-Hire" and "Private/Dedicated." If your company has only one business unit, your "Type" selection will reflect your company's operations as a whole. If there are multiple business units, define each unit's type separately.

- **Business Unit Contact:** This contact should be one of the contacts you already identified in the Contact Information section as the contact for each business unit. NOTE: A drop-down menu in the Tool will supply this information; if there is a contact for the business unit that is not already listed in the Contacts worksheet, you will need to go back to that screen to add the required contact information.

Data Requirements for "Business Focus" Screen

For each business unit, you will need to specify the percent of overall activity for each Business Focus Category:

- **Logistics Provider:** Logistics providers are non-asset based third parties that provide multiple, bundled logistics services. They may be involved in material management, transportation management, inbound and outbound freight, inventory management, 4PL activities, warehousing, cross docking, kitting, packaging, and sub assembly processes.

- **Freight Forwarder:** Freight forwarders are documentation specialists and consolidators of freight such as LTL (less than truckload) and LCL (less than container load). Freight forwarders normally provide pickup and delivery for domestic and international shipments, and provide the property transportation for a compensation or fee basis.

- **Freight Broker:** A freight broker buys and sells transportation services and normally works on behalf of a carrier or shipper.

- **Truck Carrier:** Truck carriers operate their own managed fleet (owned or leased). These fleets can be for-hire or private/dedicated. Refer to "Choosing the Right Tool for your Business Units" in Part I of this guide to determine if you should complete the SmartWay Truck Tool for the Truck Carrier portion of your operations.

Data Requirements for "Operation Categories" Screen

For each business unit you will need to specify:

- **Operation Category:** Determine the percent of each operation type based on overall activity for the reporting year. The percentages for each business unit must sum to 100%. This percentage

calculation does not need to be exact, but should be reasonably reflective of your business unit operations. Operation categories include:

- o **Truckload (TL)**: Truckload shipping is the movement of large amounts of homogeneous cargo, generally the amount necessary to fill an entire semi-trailer or intermodal container. A truckload carrier is a company that generally contracts an entire trailer-load to a single customer.

- o **Less-than-truckload (LTL)** : Less-than-truckload carriers collect freight from various shippers and consolidate that freight onto enclosed trailers for line-haul to the delivering terminal or to a hub terminal where the freight will be further sorted and consolidated for additional line-hauls.

- o **Drayage (Dray):** Predominantly associated with port, or rail head connections where freight is picked up, and moved to another transfer facility or transport mode terminal. Often these moves are short in nature, but can be longer depending on specific situations.

- o **Package delivery (PD)** : Covers operations characterized by residential or business package delivery/pickup consisting primarily of single or small groups of packages. It does not include larger scale pickup delivery operations that are more properly characterized as LTL operations.   Common examples of this type of operation are the brown UPS and white FedEx delivery vehicles.

- o **Expedited**:   Includes time-sensitive shipments, with trucks typically on stand-by.

Data Requirements for "Body Types" Screen

For each business unit you will need to specify Body Type (by percentage of vehicles). Determine the percent of each body type represented in the business unit. Percentages can be approximate, based on overall activity, but must sum to 100%. Body type categories include:

- Dry van/box van
- Refrigerated (Reefer)
- Flatbed
- Tanker
- Intermodal chassis containers (pooled and owned)
- Heavy/Bulk
- Auto carrier
- Moving
- Utility
- Special hauler (e.g., Hopper, Livestock, and other specialized carriers)

NOTE: Define your business units based on the ability of your customers to choose them. If customers can choose to hire your dry van business unit, or your reefer business unit, or your flatbed business unit, then create each as a separate business unit. The percentages for each business unit must sum to 100%.

Once you have defined your logistics business units, you will need to enter detailed information regarding vehicles and activity levels.

DATA REQUIREMENTS FOR SECTION 4: DOWNLOAD LATEST SMARTWAY CARRIER DATA FILE

To ensure that the Logistics Tool gives you the most current list of SmartWay carriers to select from, you must click the "Download Latest SmartWay Data Carrier Data File" button on the home screen. A new box will appear next to the button indicating the "Date of Current Carrier File." You are now ready to go on to selecting carriers and entering activity data for each business unit.

DATA REQUIREMENTS FOR SECTION 5: DATA ENTRY FOR BUSINESS UNITS

Now that you have defined your logistics business units, you will be asked to provide additional information for EACH business unit separately.

Data Requirements for Select Carrier(s) Screen

To begin, you will need to identify the carriers included in each logistics business unit. Two options are available for identifying your carriers. If you have a large number of carriers (e.g., as a large 3PL), you may wish to develop your carrier details separately and upload your data in a single file using the **Data Import** method. Alternatively, if your logistics business unit has a limited number of carriers, you may choose to specify your carriers one at a time using the **Manual Entry** method. These two methods are described in detail in the **Logistics Tool Data Entry and Troubleshooting Guide**.

Regardless of the method you choose, you will need to first identify the mode of transport for the carrier. Four carrier mode selections are available, including:

- Rail
- Truck
- Multi-modal
- Logistics

(Note: By selecting "All" on the Tool's **Select Carrier(s)** screen, you may search across all carriers, regardless of mode.)

Next, you may also specify a carrier bin category for the Truck mode. Truck bin categories include:

- TL Dry Van
- LTL Dry Van
- Refrigerated
- Flatbed
- Tanker
- Dray
- Heavy/Bulk
- Package
- Auto Carrier
- Moving
- Utility
- Specialized
- Mixed
- Expedited

Bin category selections are not currently available for other modes but may be added in the future. (Note: Multi-modal selections list "Truck/Rail" as the bin category.)

After identifying the mode (and bin category, if available), you should identify each carrier's specific fleet name, as listed in the SmartWay Carrier Data file, along with any associated SCACs and MCNs. The

Carrier data file can be downloaded from the SmartWay website by selecting the button under Step 4 on the Logistics Tool **Home** screen and viewed on the **Select Carrier(s)** screen or offline using Microsoft® Excel.

In certain cases, a carrier may have multiple fleets associated with its operations. In the case of trucking, multi-modal and logistics partners, you may use the SCAC list in the Carrier Data file to select among multiple fleets. The **Select Carrier(s)** screen also allows you to filter carrier fleets by SCAC, MCN and/or DOT number if needed.

If one or more carriers in your business unit are not SmartWay Partners, you should specify "Non-SmartWay" for the given mode – for example, Non-SmartWay Truck Carrier or Non-SmartWay Multi-modal Carrier. If you have any non-SmartWay carriers in your list, then you must also specify the number of non-SmartWay carriers utilized for each mode, *but only include carriers used during the reporting year.*

Data Requirements for Activity Data Screen

First provide a detailed text **Data Source Description** for the sources used to estimate your mileage and ton-mile data for your carriers. Be sure to indicate how you calculated the values, and where this data was obtained. For example, you may use PC Miler, carrier reports, or accounting/purchasing records to determine miles. Payload and ton-mile estimates may be based on bills of lading or other internal records.

Next you must specify a **Data Availability** option for each carrier. There are seven **Data Availability** options, as summarized below.

1. Enter ton-miles and miles (preferred option)
2. Enter ton-miles and average payload
3. Enter ton-miles, density, and load fraction
4. Enter ton-miles only
5. Enter miles and average payload
6. Enter miles, density, and load fraction
7. Enter miles only

Ideally, when entering information for a carrier, you should use **Data Availability Option 1**. If this is not possible, *please choose the method that uses the most accurate data at your disposal*. In this way the Tool will utilize the most accurate data available for the ton-mile and mile comparison metrics, as well as for the emissions footprint calculations.[6]

After specifying the **Data Availability** options, you must then pick the preferred metric (**Inventory Calculation Metric**) for calculating mass emissions for each of your carriers. Options include:

•   grams per (truck) mile
•   grams per railcar-mile
•   grams per ton-mile (all modes)

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[6] Data Availability selections for LTL carriers are restricted to Options 2, 3, and 4, due to the difficulty in adjusting mileage for partial loads.

Select the metric most appropriate for characterizing your carrier activity. You should select g/mile metrics for estimating mass emissions for lighter weight truck freight, while g/ton-mile should generally be used for rail and heavier truck freight.

After specifying the **Data Availability Option**, record your activity data.

If the carrier mode is rail, record total railcar-miles, otherwise specify total truckload-miles. Enter the data to the nearest whole number.

Data Availability Option 1 – Enter total ton-miles and total miles.

Data Availability Option 2 - Enter total ton-miles along with your estimated average payload (per truck or railcar, as appropriate) in short tons (2,000 lbs).

Data Availability Option 3 – Enter your total ton-miles. Next, you must estimate your freight density using the **Average Density Calculator** on the **Activity Data** screen. The calculator allows you to specify the fraction of shipments that fall into various commodity groupings. Each grouping has an associated average density, expressed in pounds per cubic foot of available cargo space. The densities for a given commodity category vary for rail and truck modes, since utilized container space varies by mode.[7]

For each carrier, record the percentage distribution (as a fraction of total miles) for each of the Commodity Groupings, as shown in **Worksheet 3B**.

Next you will need to estimate the number of loads (truck or railcar) by load fraction category. The Logistics Tool has ten load categories:

- 1/10 truckload (or railcar-load)
- 2/10 truckload (or railcar-load)
- …(incremental categories)…
- 9/10 truckload (or railcar-load)
- Full truckload (or railcar-load)

Record the annual number of loads for each of these categories, for each carrier, matching your estimates to the most appropriate (closest) category. Load estimates can be volume-based (with full truckload equivalent to cubing out) or weight-based (with full truckload equivalent to weighing out).

Data Availability Option 4 - Enter total ton-miles.

Data Availability Option 5 - Enter total miles along with your estimated average payload (per truck or railcar, as appropriate) in short tons (2,000 lbs).

Data Availability Option 6 - Enter total miles. Next enter your freight density and load percentage information, as described for Data Availability Option 3.

Data Availability Option 7 - Enter total miles.

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[7] The density categories for Logistics and Multi-modal carriers are assumed to be the same as for Truck carriers.

Section 3—Step by Step Instructions for Data Entry

DOWNLOADING THE SMARTWAY LOGISTICS TOOL

To download the Logistics Tool, visit: http://epa.gov/smartway/partnership/logistics.htm. Save the Tool in a folder on your hard drive; this folder will house copies of your data and future updates.

SETTING YOUR SECURITY LEVELS FOR THE SMARTWAY TOOLS

In some cases, Microsoft Excel will ask you to adjust your security settings before opening the Tool. Instructions should appear on your screen *if* you need to change your security settings before running the Tool. The instructions differ depending upon what version of Excel you use (Excel 2003, 2007 or 2010).

If you need additional assistance with your security settings, download the guidance document labeled "Logistics Company Partner 2.0.12 Tool: Data Entry and Troubleshooting Guide—2012 Data Year—United States Version" from the logistics page of the SmartWay website (http://epa.gov/smartway/documents/partnership/logistics) and review the screen-by-screen guidance in Part 1: Downloading and Setting Up the Tool.

ENTERING YOUR PARTNER NAME

1. Type your Partner Name EXACTLY as you would like it to appear on the SmartWay website in the field as indicated.

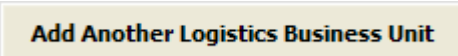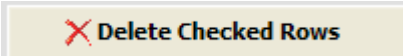2. Proceed to Section 2 to enter contact information.

ENTERING YOUR CONTACT INFORMATION:

1. **Click the button on the Home screen labeled**

   Enter Contact Information.

2. **Enter the Partner Information details** in Section 1 of the **Contact Information** screen.

3. **Enter Primary Contact details** in Section 2. If the primary contact's address is the same as the company address, you can select the **Use Partner Address** button to automatically fill in the address section of this record.

4. **Enter the Executive Contact details** in Section #3 by selecting the **Add/Edit Executive Contact** button to the right; enter the required data. Note that you MUST have at least two different contacts on the **Contact Information** screen.

5. **Enter Other Contacts** (if applicable) in Section 4 by selecting the **Add New Contact** button. A new contact field will appear, labeled **Other Contact Information**. Enter the first Other Contact then select **OK** when done. You can add more contacts by selecting "Add New Contact" again. If you wish to edit an existing contact's information, highlight the name you wish to edit and then select the **Edit Selected Contact** button. You can remove an existing contact by highlighting the contact and then selecting the **Delete Selected Contact** button.

6. Select **VALIDATE SCREEN** at the bottom of the screen. If any information is missing, a dialogue box will appear informing you what additional information is required.

7. When finished, select the **HOME** button to return to the **Home** screen and proceed to Section 3.

COMPLETING THE "IDENTIFY BUSINESS UNITS " SCREEN:

1. On the **Home** screen, select the **Logistics Business Unit Characterization** button to display the **Business Unit Characterization** screens.

2. Confirm that the Business Unit (Company Name) that appears automatically is correct and appropriate for your business units. If not, make changes in the field under the heading "Company Name."

3. Enter the "Business Unit Identifier" for your first (or only) business unit.

4. Enter additional business units as needed:

    a. To enter another business unit, select the **Add Another Logistics Business Unit** button.

    b. To delete a business unit, select the box next to the row you wish to delete, and then select the **✕ Delete Checked Rows** button.

    c. Once you have confirmed or modified the Company Name and specified the Business Unit Identifiers, the full Business Unit Name(s) will be displayed on the screen to the right, exactly as they will be displayed on the SmartWay website.

5. To proceed, select the **Fleet Details** tab at the top, or simply select the **NEXT** button at the bottom of the screen.

COMPLETING THE "LOGISTICS BUSINESS UNIT DETAILS" SCREEN

1. For each business unit, you are asked to provide additional details, including SCAC, MCN, and DOT identifiers (optional) for each business unit listed. If you have a single business unit that has multiple SCACs, enter all of them into the SCAC field, and separate them with commas.

    - While it is not required to enter SCAC, MCN, or DOT information for each business unit, it will help shippers and logistics companies searching by those parameters in the SmartWay database to easily find your business unit for inclusion in their Tool.

2. Select your Business Unit Type (either "For-Hire" or "Private/Dedicated") for each business unit listed.

3. Select a Business Unit Contact from the drop-down menu for each business unit listed. If the appropriate business unit contact is *not* listed, go back to the **Contact Information** screen (see Section 2), and enter that name under "Other Contacts." Then return to this screen to add the name from the drop-down menu.

4. Click the **NEXT** button or select the Operation Categories tab at the top to proceed to the next section.

COMPLETING THE "BUSINESS FOCUS" SCREEN:

1. For each business unit identified, estimate the percentage of total activity associated with each of the four business focus categories listed. Enter your estimates in the fields provided. Leave the field blank if no activity is associated with that operation category for that business unit.

2. Click the **NEXT** button or select the Body Types tab at the top to proceed to the next section.

COMPLETING THE "OPERATION CATEGORIES" SCREEN:

1. For each business unit identified, estimate the percentage of mileage each business unit spends in the five defined operation categories and enter your estimates in the fields provided. Leave the field blank if no mileage is associated with that operation category for that business unit.

2. Click the **NEXT** button or select the Body Types tab at the top to proceed to the next section.

COMPLETING THE "BODY TYPES" SCREEN:

1. For each business unit, enter an estimate of the percentage of business unit mileage associated with each body type. The percentages specified can be approximate, based on vehicle populations. **NOTE**: If you specify activity for Special Haulers, a **Describe** button will appear next to the cell entry. You must select this button and provide a text description of your specialty haulers.

2. Once you a**re s**ure your information is input correctly, you may select the **CREATE BUSINESS UNIT(S)** button at the bottom of the page. You will automatically be returned to the **Home** screen.

DOWNLOADING THE LATEST SMARTWAY CARRIER DATA FILE

1. On the home page, select the **Download Latest SmartWay Carrier Data File** button and allow the Tool to download the latest carrier data (SmartWayCarrierData2012.xls).
2. Proceed to next section to enter data for your business unit(s).

INPUTTING CARRIERS FOR A BUSINESS UNIT:

1. On the **HOME** page, select and highlight the name of the business unit for which you wish to enter data.

2. Double click the name; you will then be taken to the **Input Carriers screen** data entry screen for that business unit.

3. You will see the **Instructions** screen; read the instructions and scroll to the bottom.

4. Check the box next to the words "I have read and understand the carrier data input instructions" when you have read them.

5. You must now decide how you will enter your data; i.e., via manual input or through the outside data import function. Refer to the "Logistics Company Partner 2.0.12 Tool: Guide to Importing Carrier Data Using Outside Data Import Function-2012" on the logistics page of the SmartWay website for more information about using the Outside Data Import function to enter your carriers.

   Otherwise, proceed to the **Manual Input SmartWay Carriers** tab.
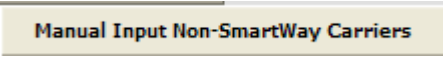
COMPLETING THE MANUAL INPUT SMARTWAY CARRIERS TAB:

1. To select carriers manually, you can enter all or part of the carrier's name directly into the "Carrier Name" input box and the select the **Apply Filter** button. A new filtered list will appear in the Available SmartWay Carriers box.

   Double click on the carrier name to add it to the "Selected SmartWay Carriers" box.

2. You may also search for carriers by filtering using carrier mode, bin category, SCAC, MCN, and/or DOT to find your carriers in the SmartWay Carrier data file.
3. To search by Carrier Mode, select the mode of transport from which you wish to choose a carrier. Five carrier mode selections are available, including "All," "Rail," "Truck," "Multi-modal" and "Logistics."

   • Note that by selecting "All", you may search across all carriers, regardless of mode.

4. Next, if you select the Truck mode, you may also specify a carrier bin category. Truck bin categories include TL Dry Van, LTL Dry Van, Refrigerated, Flatbed, Tanker, Dray, Heavy/Bulk, Package, Auto Carrier, Moving, Utility, Specialized, Mixed, and Expedited.

To select carriers manually, you can enter all or part of the carrier's name directly into the "Carrier Name" input box and the select the [Apply Filter] button. A new filtered list will appear in the Available SmartWay Carriers box.

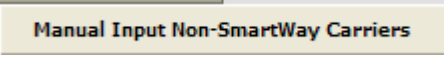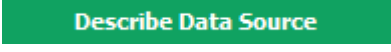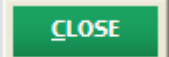Using your most, double click on the carrier name to add it to the "Selected SmartWay Carriers" box.
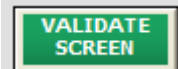
5. Once you have successfully identified your carriers using the **Manual Entry** method, proceed to the [Manual Input Non-SmartWay Carriers] tab.

COMPLETING THE MANUAL INPUT NON-SMARTWAY CARRIERS TAB:

1. Enter the total number of Non-SmartWay Carriers for the business unit into the data field.
2. Check the box to confirm that you have added all of the Non-SmartWay Carriers for your business unit.
3. Using your mouse, double-click on each non-SmartWay carrier ***type*** used by this business unit; double clicking will add it to the "Selected Non SmartWay Carriers" list.
4. Once the required data has been entered on t the [Manual Input Non-SmartWay Carriers] tab, you can proceed to the **Activity Data** screen.

COMPLETING THE ACTIVITY DATA TAB FOR YOUR BUSINESS UNIT:

1. Click the [Describe Data Source] button.
2. Enter a detailed description of the sources used for your Activity data information, including a description of how you calculated miles, ton-miles, payload, density and load percent (if applicable) in the space provided.
3. Click the [CLOSE] button.
4. For each carrier listed, specify your data availability:

   1=I know both Ton-miles and Total Miles

   2=I know Ton-miles and Average Payload.

   3=I know Ton-miles and have general information about number of loads and type of cargo.

   4=I know Ton-miles only.

   5=I know Total Miles and Average Payload.

   6=I know Total Miles and have general information about number of loads and type of cargo.

   7=I know Total Miles only.

5. For carriers where you've selected **Data Availability Option 1**, enter total ton-miles along with total miles.

6. For carriers where you've selected **Data Availability Option 2**, enter total ton-miles along with your estimated average payload (per truck or railcar, as appropriate) in short tons (2,000 lbs).

7. For carriers where you've selected **Data Availability Option 3,** enter your total ton-miles. Next, you must estimate your freight density using the **Average Density Calculator** on the **Activity Data** screen.

   a. Click the "Calc" button under the heading "Average Density."

   b. Enter the percentage distribution (as a fraction of total miles) for each of the Commodity Groupings (see **Worksheet 3B**.)

   c. Click [**OK**] to return to the **Activity** screen.

   d. Next, click the "Calc" button under the heading "Average Load Pct."

   e. Estimate and enter the number of loads (truck or railcar) by load fraction category. The Logistics Tool has ten load categories:

   - 1/10 truckload (or railcar-load)
   - 2/10 truckload (or railcar-load)
     ...(incremental categories)...

   - 9/10 truckload (or railcar-load)

   - Full truckload (or railcar-load)

   f. Record the annual number of loads for each of these categories, for each carrier, matching your estimates to the most appropriate (closest) category. Load estimates can be volume-based (with full truckload equivalent to cubing out) or weight-based (with full truckload equivalent to weighing out).

8. For carriers where you've selected **Data Availability Option 4,** enter total ton-miles.

9. For carriers where you've selected **Data Availability Option 5**, enter total miles along with your estimated average payload (per truck or railcar, as appropriate) in short tons (2,000 lbs).

10. For carriers where you've selected **Data Availability Option 6,** enter your total miles. Next, estimate your freight density and average load percent using the calculators as described above for **Data Availability Option 3**.

11. For carriers where you've selected **Data Availability Option 7,** enter total miles.

12. Click the [**VALIDATE SCREEN**] button and correct any errors.

   a. If you have errors, they will appear either as red boxes for significant errors, or as yellow warning boxes for less-extreme errors. Red errors will prevent you from submitting your Tool.

   b. If your values are out of range, but you are confident that they are correct, double click the box with the error. A comment box will then appear. Enter an explanation for the value and click **OK**. The box will become yellow, and you will be able to proceed to submit your Tool.

13. Proceed to the [**% SmartWay**] tab to see your % SmartWay Value for determining your eligibility for using the SmartWay Logo. You may also go to the [**Data Display**] tab to review your carriers' performance levels.

14. Click the **HOME** button to return to the **Home** screen.

OPTIONAL STEPS—YEAR TO YEAR COMPARISONS, VIEW REPORTS, AND PROVIDE ADDITIONAL INFORMATION

After completing Steps 1 – 5 on the **Home** screen, you have access to three optional sections of the Tool.

The **Year-to-Year Comparison Report** allows the user to compare the business unit characteristics and activity values, as well as CO_2 performance metrics for the current year with those of a prior year. This report is particularly helpful in identifying any changes that may have occurred since your last reporting period, determining trends in activity and performance over multiple years, and performing general quality assurance of the inputs used for your current Tool. You can access this report by selecting

Review Year-to-Year Comparison under item #6 on the **Home** screen.

The **View Your Data Reports** section gives you access to eleven reports to help you understand your data and use it to make better performance decisions. You can access these reports by selecting
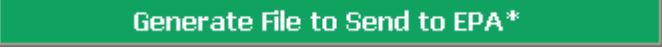
Go To Reports Menu under item #7 on the **Home** screen.

The **Provide Additional Information** section allows you to provide EPA with additional information about your company, potential use of the SmartWay Logo, and general feedback regarding the SmartWay program. This information is optional and is not required in order to submit your Logistics

Tool data to EPA. Selecting the **Provide Additional Information** button under item #8 on the **Home** screen will open the **Partner Information** forms.

Once you've reviewed these sections, you will be ready to submit your Tool to EPA.

STEPS FOR SUBMITTING YOUR TOOL TO EPA

1. Select the [Generate File to Send to EPA*] button, which will open a new screen.

2. Select the checkbox to indicate you understand the terms of the SmartWay Partnership Agreement once again.

3. Next, a question will appear asking if you are an existing SmartWay Partner (Y/N). If you are, a question will appear asking if you submitted your data the previous reporting year.

    a. If so, you must then enter your Annual Submission ID, which has been sent to you by your SmartWay PAM via email.

    b. If you cannot locate your submission ID, you can select the link "Email me my SmartWay ID" to have your ID sent to you.

4. When ready, select NEXT to create a file with the following naming convention:

    Logistics_PartnerName_ Year_ V0.xml

where "PartnerName" is your company's name as entered for Step 1 on the **Home** screen, and "Year" indicates the year for which you are submitting your data; for example:

    Logistics_ABCLogistics, Inc_ 2012 _V0.xml

5. Next, specify the folder where you would like to save the .xml file, and a screen will appear.

6. Follow these instructions for submitting your .xml file to SmartWay. Note that the .xml file is approximately 10 times smaller than the .xls files the Tool generated in the past.

7. Upon selecting NEXT, a screen will appear that allows you to close the Logistics Tool or return to the **Home** screen.

    • **NOTE**: DO NOT ZIP the File. Send it to EPA as a normal file attached in an e-mail. EPA security will not allow zipped files through the EPA firewall.

Please visit http://www.epa.gov/smartway/partnership/logistics.htm for additional resources, including printable data collection worksheets, technical documentation, and the **Logistics Tool Data Entry and Troubleshooting Guide** for more in-depth exploration of each section of the Logistics Tool.

APPENDIX A: RECOMMENDED DATA SOURCES FOR ACTIVITY DATA

List of Worksheets

Worksheet #1: Company and Contact Information

#1. Enter Your Contact Information:

General Company Contact Information

Company Name								
Headquarters Mailing Address								
City		State/Province		Zip		Country		
Main Phone Number		Toll-free Number		Cell number		Web Address		

Primary Contact Information

Primary Contact Name								
Primary Contact Mailing Address								
City		State/Province		Zip		Country		
Primary Contact Phone Number			Email Address					

Executive Contact Information

Executive Contact Name								
Executive Contact Mailing Address								
City		State/Province		Zip		Country		
Executive Contact Phone Number			Email Address					

Other Contact Information

Other Contact Name								
Other Contact Mailing Address								
City		State/Province		Zip		Country		
Other Contact Phone Number			Email Address					
Contact's Role in Program								

Worksheet #2: Logistics Business Unit Characterization

Complete this worksheet for __each business unit__ you will be submitting in the Logistics Tool.

#2: Define Your Business Units

Business Unit Name (Company Name followed by Business Unit Identifier name)

SCAC(s): _____

MCN: _____

DOT: _____

BUSINESS UNIT TYPE:_____ (for-hire, private/dedicated)

Business Unit Contact:_____

Business Unit Focus (activity %s):
Logistics Provider _____ Freight Forwarder _____ Freight Broker _____ Truck Carrier _____

Operation Category (activity %s):
Truckload _____ LTL _____ Drayage _____ Package Delivery_____ Expedited _____

Body Type (activity %s):
Dry Van_____ Reefer _____ Flatbed_____ Tanker_____ Chassis _____

Heavy/Bulk _____ Auto Carrier _____ Moving _____ Utility _____ Special Hauler_____

Worksheet #3A: Select Carrier(s)

Complete the following for <u>each business unit</u> you will be submitting in the Logistics Tool. Make multiple copies of the table below to enter all carriers in the business unit if needed.

<u>#3A: Identify Your Business Units</u>

Logistics Business Unit Name
_____

Carrier Name*	Mode^	Bin Category**

 # Non-SmartWay Carriers^^_____

* Exactly as it appears in SmartWay Carrier data file

^ Truck, Rail, Logistics, Multi-modal

** Truck bin categories include:

    TL Dry Van; LTL Dry Van;

    Refrigerated; Flatbed;

    Tanker; Dray;

    Package; Specialized; Mixed

^^ If applicable, for current reporting year only

Worksheet #3B: Enter Activity Data (page 1 of 5)

Complete the following for <u>each business unit</u> you will be submitting in the Logistics Tool. Make multiple copies of the tables if needed to enter all carriers in the business unit.

#3B: Enter Activity Data

Logistics Business Unit Name:

_____

Provide Data Source Description:

_____

_____

_____

_____

_____

_____

_____

Data Availability Option, Inventory Calculation Metric, Miles, Ton-Miles, and Average Payload

Carrier Name	Data Availability Option (1-7)*	Inventory Calculation Metric^	Ton-miles	Miles	Average Payload**

* Options include
        1 = (Preferred) I know both Ton-miles and Total Miles.
        2 = I know Ton-miles and Average Payload.
        3 = I know Ton-miles and have general information about number of loads and cargo density.
        4 = I know Ton-miles only.
        5 = I know Total Miles and Average Payload.
        6 = I know Total Miles and have general information about number of loads and cargo density.
        7 = I know Total Miles only.

^ g/ton-mile; g/mile; g/railcar-mile

** For Options 2 and 5 only

Worksheet #3B: Enter Activity Data (page 3 of 5)

Complete the following for each truck, logistics, and multi-modal *carrier* in the business unit. **Only required for Data Availability Options 3 and 6.**

Make multiple copies of the tables as needed to enter all carriers in the business unit.

Commodity Distribution (for Average Density Calculator)

Carrier Fleet Name:

Truck/Logistics/Multi-modal Carrier Commodity Distribution

Commodity Group	Description	Avg lbs/cu ft	% of Carrier Freight*
1	Pharmaceutical products	7.8	
2	Electronic and electrical equipment; furniture, mattresses, lamps, etc.; machinery; mail and courier parcels; misc. manufactured products; mixed freight; non-powered Tools; plastic and rubber; powered Tools; precision instruments and apparatus; printed products; vehicles, including parts.	9.3	
3	Alcoholic beverages; all other agricultural products; all other prepared foodstuff; all other transportation equipment; articles of base metal; bakery and milled grains; base metal – finished or semi-finished; live animals and fish; meat, seafood and their preparation; paper and paperboard articles; pulp, newsprint, paper or paperboard; recyclable products; textile, leather, and related products; tobacco products; wood products.	11.3	
4	All other waste and scrap, animal feed or products of animal origin, hazardous waste, misc/other; monumental or building stones, non-metallic mineral products**.**	13.2	
5	All other chemical products, all other coal and refined petroleum, base chemicals, crude petroleum; fertilizers and fertilizer materials.	14.1	
6	All other non-metallic minerals, cereal grains, logs and other wood in rough, metallic ores and concentrates; natural sand.	16.3	
7	Coal, fuel oils, gasoline and aviation turbine.	17.2	
8	Gravel and crushed stones	18.3	

 * mileage basis - **must sum to 100**

Worksheet #3B: Enter Activity Data (page 4 of 5)

Complete the following for each rail/intermodal *carrier* in the logistics business unit.

Make multiple copies of the table as needed to enter all carriers in the business unit.

Commodity Distribution (for Average Density Calculator)

Carrier Fleet Name:

Rail Carrier Commodity Distribution

Commodity Group	Description	Avg lbs/cu ft	% of Carrier Freight*
1	Electrical equipment, furniture, live animals and fish, textiles and leather, vehicles.	7.7	
2	Mixed freight	16.1	
3	Machinery, tobacco products, transportation equipment	22.6	
4	Logs and rough wood; meat, fish, seafood; misc. manufacturing; paper products; products of petroleum	34.6	
5	Alcoholic beverages; animal feed; fabricated base metals; fats and oils; fuel oils; gasoline and fuel; milled grain products; other agricultural products; pulp and paper; waste and scrap; wood products	42.0	
6	Base metal, basic chemicals, building stone, cereal grains, chemical products, fertilizers, gravel and crushed stone, metallic ores, natural sands, non-metallic minerals, plastics and rubber	48.3	
7	Coal	54.3	

 * mileage basis - ***must sum to 100***

Worksheet #3B: Enter Activity Data (page 5 of 5)

Complete the following for each *carrier* in the logistics business unit.

Make multiple copies of the table as needed to enter all carriers in the business unit.

Load Distribution (for Average Load Calculator)

Carrier Fleet Name:

Carrier Load Distribution

Load Fraction*	# Loads/yr
1/10	
2/10	
3/10	
4/10	
5/10	
6/10	
7/10	
8/10	
9/10	
Full	

 * Truckload or railcar-load, depending on mode